

State of California  
Department of Personnel Administration  
**REPORT OF CURRENT PERFORMANCE**  
DPA-040 (Rev. 1/94)

Section 700, Attachment 4

NAME \_\_\_\_\_

CLASS \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

**CURRENT PERFORMANCE RATING:**

- ☐ Entirely Satisfactory ..... Performance meets the departmental standards for the duties of this position.
- ☐ Improvement Needed\* ..... Performance requires additional effort, training or experience to bring it up to departmental standards for this position. (See explanation below.)  
Twelve (12) points to be deducted from employee's seniority score.
- ☐ Unsatisfactory\* ..... Performance is substantially below the departmental standards for this position. (See explanation below.)  
Thirty-six (36) points to be deducted from employee's seniority score.

\* Explanation of failure to meet standards of performance: (Attach additional sheets if needed.)

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If you have rated the employee's current performance as "Improvement Needed" or "Unsatisfactory", is that rating consistent with the employee's most recent performance appraisal? YES \_\_\_\_ NO \_\_\_\_  
DATE OF APPRAISAL \_\_\_\_\_. If "NO" attach an explanation to substantiate the difference.

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Signature of appointing power or designated representative.)

Copy given to employee \_\_\_\_\_  
(Date)

**NOTES:** (1) This report must be completed for all employees in professional, scientific, administrative, management, and executive classes [GC 19997.3(b)]. (2) This report may be appealed to the Department of Personnel Administration within 10 days of its receipt, on the grounds that the rating was not made in good faith or was otherwise improper (DPA Rule 599.845).